

STATE OF MICHIGAN



Terri Lynn Land, Secretary of State
MICHIGAN DEPARTMENT OF STATE
LANSING, MICHIGAN 48918-0001

MEMORANDUM

DATE: July 8, 2004
TO: Selected County, City and Township Clerk's
FROM: Bureau of Elections
SUBJECT: Optical Scan "Test Deck" Clinics

As you are aware, a series of county-based Optical Scan "Rollout" Training programs were recently offered throughout the state. These programs focused on the various election-day forms and procedures that are unique to precincts in which optical scan voting systems are used, as well as the pre-election testing responsibilities that are shared by election administrators. All programs were well attended and comments from participants have been quite favorable. Repeat county-based or regional programs will be scheduled upon request.

In addition, for those who prefer a more intimate training environment, we are pleased to announce that beginning on July 8, 2004, Optical Scan "Test Deck" Clinics will be offered every Wednesday and Thursday in the Bureau of Elections Lansing offices (1st Floor Treasury Building). We will also establish a northern Michigan location for similar clinics. We will provide details next week. Each clinic is expected to take about 4 hours to complete. This should provide ample time for participants to create the actual predetermined results charts and test decks necessary to test the equipment, programming and official ballots that will be used at the upcoming August primary. Please contact Sandy Prenger at 1-517-241-2542 to register for a clinic in Lansing.

Clinic participants will need to bring the following materials:

- 2 - Pencils with erasers
- 1 - Absent voter ballot pencil
- 1 - Precinct style ballot marking tool (felt tipped marker, pen or pencil)
- 1 - Ruler
- Supply of blank "test" ballots for at least 1 precinct

Blank charts, and copies of the "January 2004, Optical Scan Test Deck Procedure Manuals" will be provided.